



## ***PREP (Pre Review Entitlement Process)*** **Overview**

### **Goal:**

Reduce timeframes for approval of land use applications.

### **Objectives:**

- 1) Assist applicants to prepare a code compliant land use application.
- 2) Eliminate the City's need to request additional information that cause resubmittals, resubmittal fees, further City review, and extends project approval dates.
- 3) Approve or recommend approval of land use applications following one Technical Committee review.

### **Process:**

Applicant contacts the Planning Department's Development Review Division to indicate their desire to have their proposal reviewed through PREP.

Development Services staff meets with applicant representatives to discuss the proposed project and review process.

Applicants shall submit the PREP Kick Off Meeting Submittal Form and required materials. The project will be given a PRE File Number and the current Pre-Application Fee shall be paid at the time the plans are submitted to the Development Services Center. A PREP Kick Off Meeting will be scheduled by staff no earlier than 5 days after submittal of the materials.

Applicants shall also submit for a Design Review Board Pre-Application Meeting and pay the current Pre-Application Fee if the proposal requires DRB approval. Please refer to DRB Pre-Application Meeting submittal requirements and application form.

A kick-off meeting is scheduled to begin the review process. The purpose of the kick-off meeting is to:

- Present an overview of the proposed project

- Identify Development Services review staff
- Further explain and answer questions about the review process
- Receive staff feedback regarding code compliance, additional information, and application intake requirements
- Establish turn-around times for the applicant and Development Services staff
- Hand out application submittal requirements and fee information

Prior to commencing project review, the applicant shall sign a Memorandum of Understanding that:

- Provides a description of the proposed project
- Identifies the applicant's project team and primary contact
- Declares turn-around times for the applicant and Development Services staff
- States deviation requests of code requirements
- Identifies Development Services review staff
- Describes vesting procedures
- Describes Design Review Board review procedures (if applicable)

The review process is intended to be informal and collaborative. Development Services comments can be in the form of redlines, written or verbal responses. Meetings can be held individually or as a group as is appropriate.

Requests for deviations shall be in writing. These requests will be forwarded to the Technical Committee for resolution. The applicant may request a written response. Technical Committee decisions on deviations will be considered to be binding.

Unless otherwise agreed to,

- Development Services staff will respond to code compliant issues within five (5) working days.
- Decisions on deviations will be made by the Technical Committee within ten (10) working days.
- The applicant will return plan modifications addressing code compliancy and deviation decisions within twenty-one (21) working days.

If review and approval by the Design Review Board is required, the applicant shall submit DRB Pre-Application Materials and pay the associated fee upon acceptance of the Pre-Application materials at the Development Services Center. The applicant, as stated in the Memorandum, will be required to continue attending Design Review Board Pre-Application meetings as necessary for the Board to recommend approval of the project.

Upon completion of revised plans which are consistent with code compliancy issues, deviation decisions, DRB conditions and submittal requirements, the applicant will meet with staff for a pre-submittal conference. If Development Services staff concurs that the application is code compliant, complete, and has adequately addressed all deviation decisions, the applicant will be given a signed form to proceed and schedule a formal application intake meeting. Under PREP, formal submittal is not allowed until the project is code compliant and in a form approvable by the Technical Committee.

The Technical Committee will review the application for approval following a successful intake meeting. A Notice of Decision can be issued when the Design Review Board has granted its approval, and when the Public Notice comment period and SEPA comment/appeal periods have elapsed, unless a public hearing or public meeting/neighborhood meeting is required (i.e. Plats, PRD's, CUP's).